



DATE _____

IMPORTANT - Read the instruction on the reverse before completing this form.

TO		NAME AND LOCATION OF NATIONAL CEMETERY
		SIGNATURE OF DIRECTOR, NATIONAL CEMETERY AREA OFFICE

QUARTERS RENTAL

1. STATION NO.					2. DATE				3. TYPE OF BUILDING CODE								4. TYPE OF CONSTRUCTION CODE							
					MONTH		YEAR				1 - Detached dwelling 2 - Semi-detached dwelling 3 - Detached garage 4 - Other, explain in item 12, Remarks								1 - Masonry 2 - Frame 3 - Temporary 4 - Other, Explain in item 12, Remarks					
5A. NO. OF ROOMS		5B. NO. OF BATHS		6. APPRAISED MONTHLY RENTAL RATE, UNFURNISHED								7. IS GARAGE RENTAL INCLUDED IN ITEM 6?		8. TOTAL MONTHLY UTILITY CHARGES										
				A. NEW				B. OLD						A. NEW				B. OLD						
				DOLLARS		CENTS		DOLLARS		CENTS				DOLLARS		CENTS		DOLLARS		CENTS				
														1 - YES 2 - NO										

GARAGES FOR WHICH RENTALS ARE APPRAISED SEPARATELY FROM QUARTERS RENTAL

9. TYPE OF GARAGE CODE						10. APPRAISED MONTHLY RENTAL RATE							
1 - Single, detached garage, heated 2 - Single, detached garage, unheated 3 - Double, detached garage, heated 4 - Double, detached garage, unheated 5 - Multi-stall garage, heated 6 - Multi-stall garage, unheated 7 - Other, explain in item 12, Remarks						A. NEW				B. OLD			
						DOLLARS		CENTS		DOLLARS		CENTS	

11. UTILITY BREAKDOWN AND BASIS FOR COMPUTATION (Indicate those utilities that are billed directly to the occupant by the utility company.)

12. REMARKS (If additional space is required, continue on reverse)

13. NAME AND SIGNATURE OF APPRAISER

14. DATE

INSTRUCTIONS TO APPRAISERS FOR COMPLETING VA FORM 40-4985

1. The Purpose of this form is:

a. To provide appraisers of VA rental quarters with a means of recording their determination as to rental rates, instruction for the records use, and information as to the legal and regulatory requirements governing such determinations.

b. To provide Central Office with data on quarters rental rates and occupancy necessary for management and reports required by the Office of Management and Budget. NOTE: VA Form 40-4985 is designed to allow data processing cards to be punched directly from the entries made thereon. Numbered coding blocks are therefore provided for pertinent items.

2. Directors, National Cemetery Area Offices will prepare this form:

- a. In quadruplicate, when HUD appraisers are used.
- b. In triplicate for each appraiser, when agency or private real estate appraisers are used.
- c. By completing items 1 through 4 for each set of housekeeping quarters and item 9 for each separate garage appraisal *prior* to accomplishment of the appraisal.
- d. By completing items 6B, 8B, 10B and 11, if applicable, *after* the appraisals are accomplished.

3. Appraisers will complete the following items on this form:

- a. For housekeeping quarters - Items 5A, 5B, 6A and 7.
- b. For detached garages - Items 10A.

The data will be derived from a physical inspection of the quarters, and in all instances will reflect the findings of the appraiser completing this form.

c. By signing and dating this form in items 13 and 14 respectively.

4. Appraised monthly rental rates for housekeeping quarters (Item 6) will be the basic rental rate based on a comparison of market rent of three comparable housing units. The rent for comparable units must not cover the cost of utilities.

5. The appraiser will include a general written statement providing the appraiser's opinion as to availability of established community services, reasonable commuting distance, public transportation facilities, desirability of residential areas, etc. It must include:

a. A statement as to whether the appraised rental value of the VA quarters is based on personal knowledge of the rental paid for a similar private housing unit in the local area, including the addresses of the private housing units considered to be comparable to the VA rental quarters.

b. A statement that the appraisal of the subject property has been completed in accordance with the principles set forth in Office of Management and Budget's A-45, dated August 3, 1968.

6. Complete VA Form 40-4985a, Estimate of Market Rent by Comparison, or HUD for 2019. NOTE: Subject property must be appraised as though it were not located in a cemetery. Location refers to the general neighborhood within which the cemetery is located.

7. The appraiser will submit photographs of the front and rear of each unit appraised and photographs of each comparable unit used.